Procedures for Terminating Employees

	HR Role	IT Role	OCFO Role
Alert HR that employee is leaving			X
Accept Employee Resignation (in writing - signed by supervisor)			X
Exit Interview	X		
Collect badge	X		
Collect Parking card	X		
Collect keys (run key report)	X		
Collect corporate credit card	X		
Collect Pro-Card (Procuremenet only)	X		
Turn off Lab computer access		X	
Turn off LDAP and e-mail		X	
Turn of access to OCFO drives (H, etc)			X
Run Property Report and transfer all property to new custodian			X
Inform OCFO Timekeeper			X

Employees that transfer to other departments/divisions

	HR Role	IT Role	OCFO Role
Collect parking card			X
Collect keys (run key report)			X
Turn of access to OCFO drives			X
Run Property Report and transfer all property to new custodian			X
Notify OCFO Timekeeper			X

	NL: There is an automatic Termination Notification System (TNS) that goes into effect when a person is terminated in HRIS. The
How does IT know?	supervisor receives an email.
How does IT know?	same as above